

## **Historic, Archive Document**

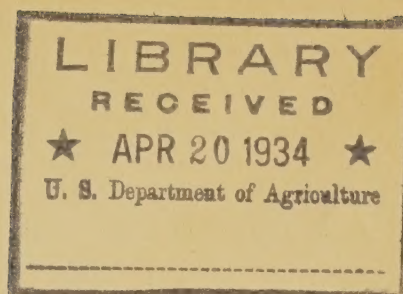
Do not assume content reflects current scientific knowledge, policies, or practices.



1.9  
En 3 Fi

DEPARTMENT OF AGRICULTURE

BUREAU OF AGRICULTURAL ENGINEERING



-oOo-

F I E L D      M A N U A L

-oOo-

March 1, 1934





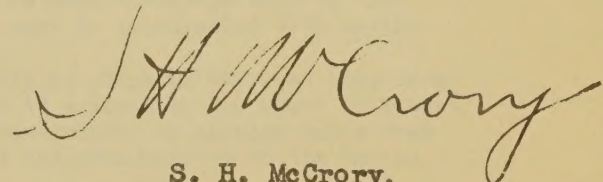
## FOREWORD

The purpose of compiling this field manual has been to put in brief form all essential information in regard to the different regulations and to answer concisely the questions that arise most frequently in connection with field employees' work. It does not completely cover all of the different subjects of the regulations, nor is it intended that this manual should supercede other regulations, but it is hoped that it will be helpful in making quickly available information regarding questions that arise frequently in the field.

This manual generally covers the conduct of the Bureau's regular work and includes Supplements Nos. 1 and 2 covering general requirements involved in connection with the emergency appropriations handled by the Bureau.

Since there will necessarily be some deletions or additions from time to time, this manual has been so bound as to make it possible for employees to insert the amendments which will be mailed out from time to time.

To assist in making this manual a helpful reference, any suggestions from the field employees will be welcomed.



S. H. McCrory,  
Chief of Bureau.





## I. TRAVEL EXPENSES

### 1. Authority for Travel:

- A. Letters of authority specifying the travel which may be performed or expenditures which may be incurred by any employee will be issued in advance by the Chief of Bureau, or by other officials in whom has been vested the authority to direct the travel of certain employees within the limits of certain states or a particular territory. Travel should not be performed until employee is advised that letter has been issued.
- B. Travel authorized by such letters is limited to that required by the employee in the performance of his regular official duties.
  - (1) No travel is authorized except that specifically directed by the employee's superior officer.
  - (2) Travel beyond the limits of the employee's letter of authority if directed by his superior officer or if it becomes necessary to incur expenses other than those mentioned in letter of authority, should immediately be covered in a request to the employee's superior officer, using the telegraph, if necessary, for amendment to letter of authority to permit necessary travel or expenditures.
- C. Temporary assistants are not permitted to perform travel or incur expenses under authority granted regular employees but letter of authority must be secured in advance specifying the travel, expenditures, and per diem in lieu of subsistence allowed.

### 2. Transportation:

- A. Includes all necessary official travel on railroads, air lines, steamboats, street cars, taxicabs, Government-owned automobile, and other usual means of conveyance.
  - (1) Travel on railroads includes when necessary one standard lower berth for each person, or seat in parlor or chair car when journey is more than 25 miles.
    - (a) Travel on extra-fare trains will be allowed only where official necessity requires such means of travel and charges for the same will be allowed only when authorized in advance, or a satisfactory explanation is submitted showing that the good of the service required that the travel be performed in that manner.
  - (2) Travel by airplane is authorized when the cost therefor is no more than railroad fare plus lower berth pullman charges, plus any subsistence savings through reduced travel time.
  - (3) Taxicab or street car fares are allowable from place of abode or place of business to station or other terminal, and from station or other terminal to either place of abode or place of business. Such fares are also allowable away from an employee's official station when public necessity requires them, which expense must be completely explained in the expense voucher.
  - (4) The hire of boat, automobile, aircraft, livery, or other special conveyance will be allowed only when no public or regular means of transportation are available or when such regular means of transportation cannot be used advantageously in the interest of the Government, which in either case must be accompanied by a satisfactory explanation in the expense account.
  - (5) An employee may use his personally owned automobile on official business away from his official station when specifically authorized in advance by the Chief of Bureau, and may be reimbursed therefor on the actual expense basis, or mileage basis when either method of reimbursement is more economical and advantageous to the United States.
    - (a) For travel on an actual expense basis the employee will be entitled to reimbursement of the cost of gasoline, oil, garage rent, bridge, ferry, and other tolls while away from official station, receipts for which expenses should be taken where the amount involved exceeds \$1.00. Exemption from payment of State tax on gasoline or oil must invariably be claimed, using Tax Exemption Certificates, Standard Form Nos. 44 and 1066. Federal gasoline tax may be claimed in the reimbursement account. Charges for repairs, depreciation, replacements, grease, alcohol, flushing crankcase, towage, and like speculative expenses will not be allowed.







- (b) Employee may be reimbursed at not to exceed five cents per mile for the use of his personally owned automobile when the rate per mile has been specifically determined and authorized in advance. Such mileage allowance is in lieu of all expenses in the operation of the employee's automobile and must be computed beginning and ending at the city limits of the employee's official station, certifying to this by an appropriate statement in his expense account. Gasoline Tax Exemption Certificates must not be used in connection with travel on the mileage basis.
- (6) All travel must be by the most economical usually traveled route. Travel by other route may be allowed when the official necessity therefor is satisfactorily explained in the expense account.

### 3. Transportation Requests:

- A. Transportation requests must be used where required for all official travel where the amount involved is \$1.00 or more. When it is necessary to pay cash fares of \$1.00 or more and reimbursement therefor is claimed in the expense account, a receipt must be submitted together with a full explanation as to why Government transportation requests were not used.
- B. The memorandum copy of all transportation requests must be forwarded to the Washington office through the Division Chief immediately after the original has been issued to the transportation company.
- C. Transportation requests should be completely and carefully prepared using typewriter, pen, or indelible pencil, and indicating thereon in the lower left-hand corner on both copies by appropriate symbol the project to be charged with the expense.
- D. It is incumbent upon the traveler to secure the lowest fare that will adequately furnish the desired transportation and to indicate in the upper right-hand corner of the transportation request the class of service requested. Round trip and excursion tickets should be purchased when possible.
- E. Lost or stolen transportation requests should be reported promptly to the Washington office through the Division Chief.
- F. Spoiled or cancelled requests with the memorandum copies thereof shall be marked "cancelled" and immediately submitted to the Washington office through the Division Chief.
- G. Unused tickets or portions thereof when secured on transportation requests must be forwarded immediately to the Washington office through the Division Chief, together with explanatory statement as to why ticket or such portions thereof were not used.
- H. Scrip or mileage books may be used when authorized.

### 4. Baggage:

- A. Charges for the checking of baggage will be allowed at not to exceed customary local rates. On reimbursement voucher the number of pieces checked must be shown.
- B. Necessary charges for the transfer of baggage will be allowed at not to exceed customary local rates, showing the necessity therefor for the transfer of hand baggage in the expense account.
- C. Baggage in excess of the weight or of size greater than carried free by transportation companies will be classed as excess baggage, and charges therefor must be supported by receipts showing the weight of the baggage and the points between which moved.

### 5. Per Diem:

- A. A per diem in lieu of subsistence not to exceed \$5.00, when authorized in advance by the Chief of Bureau, will be allowed employees while performing official travel away from their official station, such per diem to include all charges for meals; lodgings; personal use of room during day time; baths; telegrams and telephone calls reserving hotel accommodations; laundry; cleaning and pressing of clothing; fans and fires in rooms; transportation between place of lodging or where meals are taken and place of duty; and all gratuitous fees such as tips to waiters, porters, baggage men, bell boys, hotel maids, etc.
- B. In computing per diem in lieu of subsistence for continuous travel of more than 24 hours the calendar day (midnight to midnight) will be the unit, and for fractional parts of a day at the commencement or ending of such continuous travel, one-fourth of the rate for a calendar day will be allowed for each period of six hours or fraction thereof. When absence from official station is less than 24 hours the day will be regarded as beginning







with the hour of departure and ending with the hour of return to official station. One-fourth of the per diem rate will be allowed for absence of each period of six hours or fraction thereof; that is, assuming departure from official station is 9:00 A.M. and return thereto is 8:00 P.M. of the same day, the total absence is 11 hours, and accordingly one-half of the per diem allowance can be claimed. When the absence is wholly between the hours of 8:00 A.M. and 6:00 P.M. or for any absence not exceeding three hours no per diem claim is authorized, and when travel is by automobile the necessity for departure shortly before 8:00 A.M. or return shortly after 6:00 P.M. must be explained in the reimbursement account.

- C. In all cases the date and hour of departure from and arrival at the official station and other points where such arrival or departure affects the allowance of per diem in lieu of subsistence must be shown in the expense account.
- D. The time of arrival at and departure from a place will be considered as the hour at which the train or other conveyance used by the traveler actually leaves or arrives at its regular terminal.
- E. No expenses are allowed for any subsistence furnished by Government agency without charge. One-fifth of the authorized per diem rate will be deducted for each meal and/or lodging furnished without charge by a Government agency.
- F. If leave of absence of any kind begins or terminates within the traveler's prescribed hours of duty, per diem allowance will begin or terminate at the same time. If the leave of absence does not begin or terminate within the traveler's prescribed hours of duty, the traveler may claim per diem until midnight of the last day on which actual service is rendered, and from midnight of the day on which actual service is resumed.

#### 6. Telephone Service:

- A. Charges for local telephone calls on official business will be allowed, showing in the expense account the number of such calls, rate per call, total amount expended each day, and that the calls were on official business.
- B. Charges for long distance telephone calls on official business will be allowed provided a statement is furnished showing the name of the party with whom communication was held, the points between which service was rendered, the date, time occupied, the amount paid on each call, and that the calls were on official business.
  - (1) Where the amount involved for telephone calls is more than \$1.00, a receipt should be obtained, except when such calls are made at a pay station where an automatic slot machine is used, which must be explained in the expense account.
  - (2) The employee may be reimbursed for Federal tax paid on telephone calls made while away from his official station.
- C. Telephone calls applying for leave of absence or as to payment of salary or expense vouchers, etc., or those pertaining to any matter of a purely personal nature must not be made at Government expense, and charges therefor will not be allowed.

#### 7. Miscellaneous Expenses:

- A. When necessary authorized expenses are incurred for services or supplies and cash payment is demanded, the reimbursement account must be supported by receipts showing the quantity, unit, and unit price, and statement that cash payment was demanded.
- B. Payments in cash should be made when the amount is small (for example, \$2.00 or less) but when it is large a properly certified voucher should be submitted for payment from the Washington office.
- C. Postage is required for packages weighing more than four pounds sent by parcel post and stamps for this purpose and air mail stamps may be claimed in reimbursement account.
- D. Employees having authority to rent a post office box may be reimbursed for this expense and such item may be included in the first reimbursement voucher following date of payment. It is not necessary to wait until the end of the quarter to claim this item.





8. Receipts:

- A. Receipts should be secured for expenditures where the amount involved is in excess of \$1.00.

9. Advance of Funds:

- A. To provide themselves with traveling funds, employees may obtain an advance of funds by making application therefor to the Administrative Officer for any reasonable amount necessary to supply their needs, but no application will be approved for an amount less than \$50.00.
- B. An advance of funds may be secured by a surety bond, the minimum amount of which is usually \$1,000.00, the annual premium usually being \$5.00 which expense must be borne by the traveler. Applications for advance of funds under surety bond are made on Standard Form No. 1038.
- C. Employees having a retirement fund to their credit which has been deducted from their compensation may use this fund as security for an advance of funds for subsistence expenses of travel. An advance no larger than the amount that has been paid into the retirement fund will be allowed. Standard Form No. 1038-A is used to secure an advance of funds when the retirement fund is used as security.





## II. FIELD PURCHASES

### 1. General Procedure:

- A. Field employees in requisitioning the Washington office for supplies, material, or equipment should use the special mimeographed form (in duplicate) provided for that purpose and send to their Division Chief for approval. Requisitions which can better be filled for field purchase will be returned for that purpose. It is important that such requisitions plainly describe the articles wanted and indicate the project to which such articles are to be charged.
- B. When either Purchase Order Form No. 14 or Nos. 1a, 1b, 1c, 1d, and 1e are issued by the Washington office a copy is sent to the field employee for him to acknowledge receipt thereon and return.
  - (1) Vouchers covering these purchases are not paid until the properly receipted copy of purchase order has been received. (Failure or delay in acknowledging receipt on these forms naturally delays payment of the account and oftentimes causes the loss of discounts and considerable unnecessary correspondence.)
  - (2) Copies of purchase orders sent to field employees indicate thereon the items of property which are non-expendable, and these items must be placed on the property records.
  - (3) Vouchers issued by the Washington office in connection with purchase orders must not be certified by the field employee, nor should the field employee prepare a voucher to cover supplies, material, or equipment furnished under a purchase order issued from the Washington office.

### 2. Open Market Purchases:

- A. Where the amount to be expended for a purchase or service is \$50.00 or less it is not necessary to secure competitive bids.
  - (1) Authority to make such open market purchases must not be construed to mean that the field employee is relieved of the responsibility of making a reasonable price inquiry among possible competitors.
  - (2) Purchases must not be split for the purpose of defeating the requirements of competition, that is, two or more vouchers must not be submitted to cover a single purchase where the combined amount of these vouchers exceeds \$50.00.
  - (3) Cumulative purchases from a single vendor during any one month should not amount to more than \$50.00.
- B. Purchases of any kind must be confined to vendors who have signed the applicable approved NRA code for his trade or industry or the President's Reemployment Agreement if no approved code.
  - (1) All vouchers must have attached a "Certificate of Compliance" completely executed which is to be made a part of the voucher.

### 3. Obtaining Field Bids:

#### A. Soliciting and Opening Bids:

- (1) Inviting Bids: Bids must be made on Standard Form 33. In soliciting bids, the date, hour, and place the bids will be opened must be stated. At least three vendors must be asked to bid, if possible, and preferably more. Explanation must be given for failure to solicit at least three bids. If space does not permit writing of the specifications on the face of Standard Form 33, they should be attached in a permanent manner, using Form 36.
- (2) Opening Bids: Bids must be opened publicly on the date and at the hour stated. It is desirable that one or more witnesses be present. After being opened, the bids are considered to have become public and there is no objection to exhibiting them on request, but no modification may be made after the opening.
- (3) Submitting Bids for Award: As soon as practicable after opening, bids should be tabulated in such a manner as will enable them to be compared most readily. The bids with tabulation should then be submitted to Washington for award. (Five extra copies of proposal without unit prices filled in should be forwarded with each set of bids for use of Washington office.) In transmitting, the engineer should make his recommendation for award and give reasons therefor, and should make the affirmative statement that the bids tabulated and transmitted are all that had been received at the hour of opening, and that the bids were opened publicly on the date and at the hour specified, and also that the material, supplies, or equipment offered in the bid recommended for acceptance meets the specifications and the Bureau's requirement. In comparing prices bid, care should be taken not to overlook any discounts offered by bidders. If a bid is received after the time of opening, the time that it was received should be endorsed thereon and it should be forwarded to Washington with the other bids, but it should not be included in the tabulation nor considered in recommending award. Care should be exercised to see that all bids are signed by vendors.





- (a) In case the engineer recommends for acceptance a bid other than the lowest, it is not sufficient to say that "this is the lowest bid that meets the specifications", but it must be shown wherein the lower bids fail to meet the specifications and that the respects in which they fail to do so are important ones from the standpoint of the service requirements as stated in the specifications.
- (b) On receipt of the bids in Washington they will be examined and forwarded to the Office of Purchase, Sales and Traffic with recommendation for award. Upon advice that award has been made, regular purchase order will be issued.

## B. Specifications:

- (1) Introduction: Under this heading there should be a statement giving such general information as, what is to be purchased, where the equipment is to be used, what it is to be used for, point of delivery, and whether it is standard product regularly furnished to the trade, or is equipment to be specially made. Trade names may not be referred to except where the object is to experiment with a particular make of device to determine its suitability, either with or without alterations, for accomplishing a specific purpose. The use of such terms as "equivalent to" a certain make (as defining the grade, quality, or characteristics) is not permissible unless it is impossible otherwise to describe the commodity to be purchased.
- (2) Service Requirements: A statement giving reasons why equipment must meet the detailed specifications, particularly those relating to such features as quality, accuracy, dimensions, rating and capacity. This item is important as justifying our rejection of bids offering equipment that in essential respects is not exactly as specified. For example, in the case of a thermograph it might be necessary that the record be comparable with official Weather Bureau temperature records. This in itself would require that the device be of a definite degree of accuracy. On the other hand, it might be that a high degree of accuracy is not required -- as for instance in getting grain-bin temperatures -- and a cheaper instrument might be satisfactory.
- (3) Design:
  - (a) A general statement of the type of equipment sought, describing its broad features of design including, for example, in the case of a tractor, whether it is of the general-purpose type, ordinary wheel type, or track-laying type; or, in the case of a water stage recorder, whether it is of the float or the pressure type.
  - (b) A statement of the salient features of detailed design such as ratings, dimensions, capacities, etc. Where it is not essential to the work that these items be closely specified, a permissible range should be indicated, as by the use of some such term as "not less than \_\_\_\_\_, nor more than \_\_\_\_\_", being careful not to make range smaller than necessary. Care should be taken not to specify higher degrees of accuracy, or of exactness of dimensions, capacities, etc., than are essential to the contemplated use of the equipment. Such refinements tend to restrict bidding and result in higher prices.
- (4) Detailed Specifications: (See Federal Specifications-Page 7.) If it is necessary to give detailed specifications at some length, it may be desirable to state these in a separate paragraph under the foregoing head; otherwise they can be included under "Design (b)". Specifications that tend to restrict bidding should be avoided so far as possible. The requirements set up must be justified by the statement made under "Service Requirements".
- (5) Attachments and Accessories: In the case of equipment, this paragraph should definitely list and describe adequately, all special attachments and accessories required which are not ordinarily furnished with the standard commercial machine or device.
- (6) Design, Workmanship and Material: A statement to the effect that the design is to be in accordance with the best modern practice. The material and workmanship to be of the best quality and satisfactory in every respect. Any defects plainly due to poor material or workmanship which could not reasonably have been detected at the time of purchase shall be made good, by and at the expense of the contractor.
- (7) Description and Illustrations: Where the character of the commodity permits, bidders must be instructed to submit with bid, drawings or cuts of the equipment he proposes to furnish in sufficient detail to give a clear understanding of the salient features, particularly of those described or mentioned under "Detailed Specifications", together with manufacturer's specifications.



- (8) Service: Bidder must be told to submit with his bid the name and address of the dealer nearest to the point where delivery is to be made, and of the branch house where repairs may be had. (This paragraph may be unnecessary in some cases.)
- (9) Delivery: In case delivery is to be by parcel post or express, this item may be covered as follows:

"Delivery shall be by parcel post (express) at (town), consigned to (engineer), all charges prepaid."

Where delivery is to be by freight, alternative delivery should be indicated as follows:

"Delivery shall be by freight to (town), consigned to (engineer). Two prices shall be quoted, (1) for delivery at destination, all charges prepaid; (2) for delivery f.o.b. factory or other origin; bidder shall state shipping point and shipping weight."

On receipt of the bids in Washington it will be determined which bid is to the advantage of the Government, taking into consideration possible shipment over land-grant railroads. In exceptional cases where equipment is to be delivered to the point where it is actually to be used, involving drayage charges, this should be clearly indicated; otherwise "destination" will be construed to mean the freight or express office. Where it is possible that delivery will be made by truck and it is desirable to have delivery made to the job or station which may be a few miles from a town, it may be covered as follows:

"Delivery shall be made to (job or station farm) \_\_\_\_\_ miles from (town)."

- (10) Special Provision: Bids for material, supplies, or equipment are subject to special conditions in connection with the National Industrial Recovery Act and no employee is permitted to solicit bids without including such conditions as a part of the bid. Mimeographed copies of these special conditions are available from the Washington office and provision should be made in the bid form that the special conditions are a part of the specifications.
- (11) State Tax: Sales taxes imposed by various States cannot be paid by the Government and bids must contain a provision to the effect that the prices bid do not include any State tax.

#### C. Federal Specifications:

- (1) The use of specifications promulgated by the Federal Specifications Board in soliciting bids on commodities for which such specifications have been prepared, is mandatory.
- (2) The Department does not undertake to furnish these Federal Specifications to prospective bidders, who should be informed that they may be obtained from the Superintendent of Documents, Washington, D. C. Federal Specifications are designated by number. It is sufficient to specify that the commodity "shall be in accordance with Federal Specification number \_\_\_\_\_."

#### 4. Gasoline and Oil:

- A. Where there are continuous monthly requirements of gasoline and oil at the field station, steps should be taken to secure a contract for this service through competitive bidding, or inquire of the Division of Administration of the Bureau for possibilities of making such purchases under contracts secured by other Government Bureaus or Departments.

#### 5. Tires and Tubes:

- A. Requisitions for tires and tubes should be submitted to the Washington office quarterly prior to the 15th of April, July, October, and January. These requisitions will be used to determine the "definite quantity" estimates for the quarters of the fiscal year. Approximate date of delivery will be the 10th of July, October, January, and April, respectively. "Additional quantity" contracts are also awarded for unforeseen purchases of tires and tubes which were not definitely known at the time of submission of the quarterly estimate. The cost of these "additional quantity" purchases is usually about 20 per cent higher than "definite quantity" purchases, and it is therefore to the advantage of the Bureau for all employees to definitely determine their advance requirements.
- (1) Requisitions for tires and tubes should be submitted in duplicate and should not include any other supplies, material, or equipment.





- (2) Tire and tube requisitions should be specific and state the correct size, the type of valve stems, whether regular or heavy-duty weight, whether high pressure or balloon, and in the case of 32 x 6 high-pressure tires if rim is 5 or 6-inch.

6. Brooms, Brushes, Canvas and Cotton Goods:

- A. Brooms, paint brushes, scrubbing brushes, canvas tarpaulins, bags, and tents must be purchased through the Washington office.

7. Printed Matter:

- A. Printing or binding, the purchase of printed matter, notebooks, or stationery involving printing or binding cannot be paid for in the field, but must be requisitioned from the Washington office.

8. Personal Articles:

- A. Articles of clothing, etc. needed by field men cannot be purchased from Government funds, but must be provided by the individual.

9. Domestic Supplies, Material, and Equipment:

- A. Legislation now prohibits the use of Government funds for the purchase of articles, material, and supplies which are not of the growth, manufacture, and production of the United States.

- (1) Vouchers or certified invoices covering the purchase of such items should contain a statement similar to the following:

"The vendor warrants that all articles, material, and supplies furnished hereon are of the growth, manufacture, and production of the United States."





### III. PROPERTY

#### 1. Classification:

- A. Bureau property will be grouped in two general classes, expendable and non-expendable, according to the manner of its final disposition.
  - (1) Expendable property comprising such things as: (a) supplies that are destroyed or consumed by use; (b) supplies that are soon worn out by use; and (c) all material or parts used in construction of experimental machinery and equipment or repair work.
  - (2) Non-expendable property comprising property of a permanent nature such as instruments and furniture.
- B. Classification of property purchased in the field will be made in the field office, subject to approval by the Washington office.

#### 2. Individual Accountability:

- A. Every employee entrusted with property or supplies of the Bureau will be held strictly responsible therefor until relieved of such responsibility.
  - (1) Disposition of non-expendable property must be accounted for by:
    - (a) Authorized delivery of article to another employee of the Bureau and taking his receipt therefor, the original copy of which shall be immediately forwarded to the Washington office, and the duplicate copy retained by the transferring officer.
    - (b) Presenting a certificate approved by the Chief of the Bureau that the article has been consumed in use, lost, stolen, damaged beyond repair, or destroyed.
    - (c) Payment to the Disbursing Clerk of the Department of the value of the article at that time as determined by the Chief of Bureau or other employee designated by him.
    - (d) Sale or other disposition by a Board of Survey.

#### 3. Sale or Disposition of Property for Field Stations:

- A. Serviceable articles at field stations which are of no further use to the Bureau will be reported as surplus to the Chief of Bureau.
- B. Unserviceable articles worn out or damaged beyond repair having a sales value estimated at not to exceed \$500.00 may be disposed of at the field stations by Boards of Survey designated by the Chief of Bureau. The Boards of Survey are appointed by the Chief of Bureau upon request which should suggest names for the Board, including at least one Government employee.
  - (1) When any Board of Survey has decided that an article shall be sold, the article will be advertised by notifying interested parties by letter, circular, or poster. No expense will be allowed for advertising in newspapers unless specific written authority is received from the Chief, Division of Purchase, Sales and Traffic through the Chief of Bureau.
  - (2) When property has been sold the Board of Survey will pay all expenses, take receipts therefor, and remit the net proceeds by postal money order, bank draft, or certified check to the Disbursing Clerk of the Department through the Chief of Bureau.
  - (3) No Bureau property shall be disposed of by private sale without prior authority of the Chief of Bureau.
  - (4) It shall be the duty of each Board of Survey to see to the destruction of all property which it has condemned and ordered to be destroyed.
    - (a) At least one member of the Board of Survey shall be present when the property is destroyed, and when property destruction has been effected shall make and submit to the Chief of Bureau a certificate to that effect.

#### 4. Identification of Property:

- A. When practicable, non-expendable property shall be marked for purposes of identification so as to indicate ownership by the Bureau.
- B. All apparatus or equipment bearing factory or trade numbers shall be recorded by such numbers, as well as by description on the inventory.

#### 5. Misuse of Property:

- A. No employee shall use or permit any other person to use any Bureau property for any purpose except such as is necessary for the performance of the official work of the Bureau.



6. Inventory:

- A. On January 1 of each year every field employee should submit to his superior officer an inventory on forms which will be furnished by the Washington office upon request, of all Government non-expendable property in his possession on that date.
- (1) This inventory must be made up from an actual physical count of all property in his possession.





#### IV. PREPARATION OF VOUCHERS

##### 1. Standard Form No. 1034:

- A. Vouchers of this form covering purchases and services other than personal secured directly by field employee are required to be submitted in original copy only unless specifically directed to the contrary and should be completely filled out, including all essential information shown below and using the typewriter whenever possible. Standard Form No. 1035 should be used as a continuation sheet when all items cannot be included on Form No. 1034.
- (1) Date and place voucher is prepared.
  - (2) Full name and complete address of payee, which name should agree exactly with certification of payee on voucher or original certified invoice.
  - (3) Number and date of order, if any.
  - (4) Date of delivery, or service, such date showing the day, month, and year.
  - (5) Full description of articles or services stating number of articles, size, weight, or dimensions required to compute extensions.
  - (6) Articles or services for the repair or use in connection with Government owned equipment should be so indicated on the voucher.
  - (7) Warranty by vendor that all articles, materials, and supplies are of the growth, manufacture, and production of the United States.
  - (8) Statement for gasoline purchases that prices charged do not include any State tax and in States where there is a sales tax, that the prices charged do not include any State sales tax. Federal tax may be included.
  - (9) Quantity and unit prices should be stated so that one multiplied by the other may be computed to give the amount.
  - (10) Payee must certify voucher or original invoice which may be used to support voucher.
  - (11) The project to which the articles or services are chargeable must be indicated by appropriate symbol in the "Accounting Classification" space.
  - (12) The field employee authorized to make purchases will sign the voucher in the lower right-hand corner, except vouchers issued on purchase orders from the Washington office.

##### 2. Standard Form No. 1013:

- A. Payrolls prepared in field offices should be submitted in duplicate, or in triplicate in cases where combined with other Bureaus, using Forms Nos. 1013-d and 1013-e, and submitted semi-monthly if practicable, including all essential information stated below. (Employees having formal appointments and paid at a monthly rate will be paid from payrolls prepared in the Washington office.)
- (1) The name of Department, Bureau, and location of the project.
  - (2) The inclusive dates of the payroll period.
  - (3) The name and title of the disbursing officer, which is in all cases "W. R. Fuchs, Disbursing Clerk."
  - (4) The complete name of employee showing it in the same form on all subsequent payrolls.
  - (5) Official designation of employee, such as laborer, field assistant, etc.
  - (6) Salary rate, which should be based on time unit of day or hour.
  - (7) The gross amount earned, the compensation deduction, if any, and the net amount paid. Both the "gross amount earned" and "net amount paid" should be filled out, even though there is no deduction.
  - (8) The days or number of hours should be shown in the column provided for signature next to the "net amount paid" column, depending upon whether salary rate is by the day or hour.
  - (9) The "remarks" column will be left blank.
  - (10) Addresses to which checks are to be sent may be shown immediately under each employee's name or all checks may be sent to one address indicated below all names.
  - (11) The project to which the payroll is chargeable must be indicated by the appropriate symbol. In case more than one project is to be charged the amounts for each should be shown.
  - (12) Where it is necessary for Sunday or holiday service to be performed it must be stated on the payroll that such work was necessary and actually performed, citing the reason therefor in letter transmitting the payroll.
  - (13) The engineer submitting the payroll will approve voucher in lower right-hand corner. Employees appearing thereon are not required to sign opposite their name.





### 3. Standard Form No. 1012:

A. Reimbursement vouchers for travel and other expenses are required to be submitted in original copy only, unless otherwise directed, using Form No. 1012-b for continuation sheet if space on Form No. 1012 is not sufficient. Insofar as practicable, expense accounts should cover one calendar month. In case an employee returns to his official station from a trip extending over the first few days of a succeeding calendar month, these few days may be included in the current expense account. The next account will then begin with the date of next departure from official station, or date next expense was incurred, and include the number of days remaining in the calendar month. Essential information required on expense vouchers includes the following:

- (1) Name and complete address of employee submitting account. The address shown will be used for the purpose of mailing check and accordingly the street address or box number, the city and state must be shown.
- (2) Employee's official headquarters and letter of authority number and date under which travel was made or expenses incurred.
- (3) The inclusive period of the account.
- (4) Signature of employee as payee, and official title.
- (5) Oaths to expense accounts may be administered without expense to the traveler by postmasters, assistant postmasters, collectors of customs, collectors of internal revenue, and chiefs of field parties, and others named in paragraph 93 of the travel regulations.
- (6) Project to be charged indicated by appropriate symbol in "Accounting Classification" space.
- (7) Items for which reimbursement is claimed should be listed in the order that they naturally come, with the exception that per diem will be claimed as the last item in the account.
- (8) Subvouchers, including the duplicate of tax exemption certificates, telegrams, or any other form of receipt should all be numbered in consecutive order, commencing with number one for each account.
- (9) When employee is in a continuous travel status extending from one calendar month to another, the place of duty on first day of voucher period must be given in addition to the date of arrival at that point, the approximate period of temporary duty, and the approximate date of return to official station.
- (10) The mode of travel used.
- (11) The date and hour of arrival at or departure from the different points, and the inclusive dates when on continuous duty for several days at one place.
- (12) List transportation requests on reverse side of form.
- (13) Suspensions from expense accounts may be reclaimed in a subsequent account, but must be supported with adequate explanation or reason why the suspension should be lifted. Such reclaimed items should be the last item listed in the voucher following the per diem claim.



## V. EMPLOYMENT OF PERSONNEL

### 1. Under Letter of Authorization:

- A. When properly authorized by his letter of authority, a field officer may hire an assistant, at any suitable rate of pay, for thirty working days; or intermittently at a total cost of not to exceed \$45.00 per month; or for a period of thirty working days and intermittently thereafter at not to exceed \$45.00 per month; without prior civil service approval unless located at the headquarters of a civil service district or, in the case of laborers, in a city where labor regulations are in force, a list of which cities will be furnished upon request.

### 2. Under Formal Appointment:

- A. For service other than described above, formal appointment must be secured by the Chief of Bureau from the Secretary's Office in accordance with civil service requirements.
  - (1) For filling most positions in the field, either temporary or permanent, the Bureau officer will secure a certificate of eligibles from the District Civil Service Manager, make his selection in accordance with instructions therein, and forward his recommendation with original of certificate through the District Manager to the Washington office, which recommendation must give the name as certified, date of birth, legal residence, designation, salary, effective date (set far enough in advance to allow for action in Washington), the character of the work, probable duration and necessity of appointment, and statement that husband or wife is not employed by the government or the District of Columbia.
  - (2) The appointee must not be assigned to duty prior to the effective date and this cannot be earlier than the day upon which the action is taken in the Secretary's Office.
  - (3) In the absence of eligibles the District Manager will grant authority to appoint outside of civil service. Original letter or telegram giving such authority must accompany recommendation for appointment of person selected, and the District Manager must be advised of name of person, rate of pay, and date of appointment.
  - (4) For those positions not coming under the district system, certification or approval will be secured by the Washington office. Bureau approval for filling any position will advise the manner of procedure.
  - (5) New appointees must report for duty at their own expense.

### 3. Permanent Appointments:

- A. Permanent appointments made from civil service certification are subject to a six months' probationary period.
  - (1) Appointees rendering satisfactory service must be reported to the Chief of Division in sufficient time to permit a report to be submitted to the Secretary's Office by the end of the fifth month of service.
  - (2) Appointments of unsatisfactory appointees may be terminated upon recommendation showing adequate reason for this action. Such recommendation should be made to the Chief of Division in sufficient time to permit administrative approval by the Secretary's Office and insure that the notice of separation be received by the probationer before expiration of the probationary period.
- B. Permanent appointments made outside of civil service lists, such as agent, laborer, or collaborator, are not subject to a probationary period and may be terminated at any time.

### 4. Temporary Appointments:

- A. Usually made for three months and, with prior civil service approval, may be extended for another three months.
  - (1) If the original appointment has been made through the district system, request for extension must also be made to the District Manager not less than two weeks before the expiration of the first appointment, and recommendation with his approval forwarded to Washington in time for action before expiration of first appointment.
  - (2) If original approval came from the Commission in Washington, the field officer should advise the Washington office not less than two weeks before expiration of appointment that he wishes extension, giving reasons.





5. Unskilled Laborers:

- A. Except in those cities where labor regulations are in force, appointments of unskilled laborers do not come under the district system and local approval is not necessary, and recommendations for appointment are made directly to the Washington office.
- (1) Civil service rules require that no unskilled laborer, whether serving under formal appointment or under letter of authorization, shall be assigned to a position, the principal duties of which are of a classified nature, such as duties which require educational qualifications; duties of watchman, messenger, or similar position; duties pertaining to the mechanical trades or skilled occupations; supervisory duties; and duties requiring dexterity or skill not likely to be possessed by ordinary day laborers.

6. Agents:

- A. On cooperative projects financed jointly by the Department of Agriculture and persons or organizations outside the Federal service, and toward which the cooperating party contributes at least one-third of the total cost, appointments may be made without prior civil service approval to professional and subprofessional positions under this designation with some qualifying term, as: Agent (Irrigation Assistant). The salary may be paid in full by the Bureau or partly by the cooperating party.

7. Collaborators:

- A. Appointments may be made under this designation for part time or intermittent service not to exceed \$540.00 per annum without prior civil service approval. This is not to be confused with job employment for which temporary appointments should be made. Also, appointments may be made without compensation for services recognized and agreed to as gratuitous.





## VI. LEAVE OF ABSENCE

### 1. General:

- A. Leave of absence is a privilege, not a legal right, and will not be granted to the detriment or embarrassment of the service. It may be revoked and employee required to return to duty without expense to the Bureau if exigencies of service require. All leave is based on the calendar year. Applications for all leave are made on Form 17-a and submitted to the Administrative Officer through employee's official superior.

### 2. Temporary Employees:

- A. Those whose appointments are definitely limited to some certain period are not entitled to any leave with pay. A temporary employee receiving permanent appointment may be allowed leave with pay or reimbursement for leave charged without pay for prior temporary service within the calendar year.

### 3. Per Diem Employees:

- A. Temporary per diem employees shall not be granted leave with pay. However, if the per diem rate is simply a measure of salary and such employees are regularly and continuously employed without limitation, they are entitled to leave the same as employees whose salaries are on an annual or monthly basis.

### 4. Annual Leave:

- A. Fifteen days may be allowed for the calendar year and any unused part may be accumulated from year to year. Employees in the service less than a full calendar year, by reason of entering service after beginning of year or leaving before end, are entitled to leave at the rate of  $1\frac{1}{4}$  days per month of service; except that employees about to retire may be granted before retirement all annual leave which might be allowed if they were to remain in the service.
- B. Application should be made in advance and approval of superior officer secured prior to taking leave, except where superior is located elsewhere and strict compliance for brief absence, with work satisfactorily taken care of, is impracticable.
- C. Applications for short periods may be held in the field office for completion upon the employee's return to duty before submitting to the Washington office. For longer periods than two or three days, application should be submitted to Washington in advance for recording and will later be returned for completion. This is primarily to avoid the taking of excess leave necessitating a charge to leave without pay.
- D. Applications should show day and hour of beginning and ending of leave based on working hours, as: Request 2 days commencing 8:00 A.M., Feb. 1; ending 5:00 P.M., Feb. 2; returned to duty 8:00 A.M., Feb. 3. No leave is granted for less than 15 minutes and the luncheon time is deducted in fractional parts of days, as, from 11:00 A.M. to 3:00 P.M. is 3 hours, not 4 hours, assuming one hour for lunch.
- E. Leave for fractional parts of a day in the field is computed on the basis of an 8-hour day, except for the Berkeley office where 7 hours is used.

### 5. Sick Leave:

- A. Fifteen days allowed for the calendar year, or at the rate of  $1\frac{1}{4}$  days per month for employees who enter the service after the beginning of the calendar year.
- B. Sick leave is not cumulative from one calendar year to the next.
- C. Sick leave may be granted to employees incapacitated from performance of duties by sickness or injury, or when some member of immediate family is afflicted with a contagious disease and requires the care and attendance of such employee, or when through exposure to contagious disease, presence at post of duty would jeopardize health of others.



- D. Slight illness or indisposition or absence for medical examination is not sufficient reason for allowing sick leave, nor is treatment by dentist or oculist at his office allowable as sick leave.
- E. The minimum charge for sick leave is one-half day.
- F. Notification of absence on account of sickness shall be given as soon as possible on the first day of absence, and application must be filed within two days after return to duty.
- G. Applications for sick leave for periods in excess of two days must be supported by the certificate of a registered practicing physician or other practitioner, except in remote localities where such certificate cannot reasonably be obtained, the applicant's signed statement as to the sickness and the reason why a certificate is not furnished may be accepted. For periods of two days or less, up to an accumulation of 12 days in any one calendar year, the applicant's signed statement on the required form may be accepted.

#### 6. Military Leave:

- A. An application for military leave must be accompanied by a copy of the military orders.
- B. Military leave is distinct from ordinary annual or sick leave and means the relief from department duty "without loss of time, pay, or efficiency rating" to which permanent (not temporary) employees are entitled by law when members of prescribed military organizations and under following conditions:
  - (1) Members of the National Guard: Without limit as to the number of days, for periods of field or coast defense training, or in the District of Columbia for service ordered by the commanding general. But no military leave accrues for duty under orders of the Governor of a State for the suppression of strikes and riots.
  - (2) Members of the Naval Reserve: Training duty not exceeding 15 days, Sundays and holidays included, in any one calendar year.
  - (3) Officers Reserve Corps: Duty with troops at field exercises or for instruction, not exceeding 15 days, Sundays and holidays included, in any one calendar year.
  - (4) Members of the Naval Reserve who have exhausted military leave and take regular annual leave to cover military duty in excess of 15 days may receive both department salary and Naval Reserve pay and allowances for the additional period, irrespective of the aggregate amount. Members of the Officers' Reserve Corps under the same conditions may not receive compensation from both sources if the annual rates exceed \$2,000 in the aggregate.

#### 7. Leave Without Pay:

- A. Leave without pay may be allowed on account of sickness when the regular leave has been exhausted; but otherwise it will be granted only when, in the opinion of the Chief of Bureau, the public business will not suffer by the absence and when satisfactory cause is shown.
- B. The Bureau may approve leave without pay up to 30 days in any calendar year and further nonconsecutive periods of not more than 6 days not to exceed an additional 30 days in the aggregate. Leave beyond such Bureau authorization must be approved by the Secretary's Office.
- C. Deduction of one day of annual leave is made for each 24 days of leave without pay, except where annual leave has been used for sick leave, when that has been exhausted, and has been covered by a doctor's certificate. This deduction is not made retroactively against annual leave already approved and taken.

#### 8. Absence Without Leave:

- A. Any employee who is absent without leave for any cause will be required to explain to his immediate superior in writing, at the earliest practicable moment, the cause of his absence, and of his failure to ask for permission to be absent. If it is found that he was absent without sufficient cause, or if his failure to obtain permission to be absent is not satisfactorily accounted for, the time lost will be charged as leave without pay, and such further action as may be deemed necessary may be taken.





9. Deduction of Pay for Absence in Excess of Legal Limit With Pay:

- A. Absence of employees in excess of the legal allowance of leave with pay must be covered by an application for leave of absence without pay. Absences of less than one-half day will be charged as one-half day; in excess of one-half day but less than one day will be charged as one day.

10. Saturdays:

- A. Charged as four hours in annual leave and whole days in sick or without pay leave.

11. Sundays and Holidays:

- A. Not charged in annual leave but charged to sick or without pay leave if within the period.
- B. Charges to leave without pay if at the end of an indefinite period of leave without pay, or if immediately intervening between a period of sick leave and prior or succeeding period of nonpay status, unless such Sunday or holiday is charged to sick leave.

12. State or Local Holidays:

- A. Employees may be excused from duty on any State or local holiday which prevents the transaction of official business with the public if the condition of work is such that they may be spared without detriment to the service. A leave application covering a period in which a local holiday is involved should indicate this fact.

13. Office Hours in the Field:

- A. Hours of duty in the field will be 8 hours per day, except in Berkeley where 7 hours are required.
- B. An employee of the Bureau shall not require or permit a laborer or mechanic under his direction to work more than eight hours in any one calendar day except in case of extraordinary emergency.





## VII. RETIREMENT

### 1. Employees Included:

- A. All employees under permanent appointment in the classified civil service, including those on furlough or leave without pay, are covered by the provisions of the retirement act and amendments.
- B. Temporary employees while serving as such do not come within the retirement act, but if subsequently given permanent appointment may claim credit for temporary service.

### 2. General Terms of the Retirement Act:

- A. The purpose of the retirement act is to provide a fund with which to pay annuities to employees after their retirement from the Government service. The whole matter of retirement is so complicated and so many changes are being made from time to time that no detailed explanation of the various laws and regulations concerning it will be given here.
- B. In general, 3 $\frac{1}{2}$  per cent is deducted from the salary of each person within the Act, which sum, less \$1.00 per month for carrying charge, goes into the employee's individual account. If he leaves the service before reaching retirement age, the employee may withdraw the amount of his contribution with 4 per cent interest compounded annually; or in case of his death, the total amount of deduction with interest goes to his legal representative. Upon reaching retirement age, 70, 65, or 62 years, depending on the nature of duties, and having had 15 years of service, the employee is automatically retired, except in instances of presidential approval for continuance. An annuity depending in amount upon what his salary has been and his length of service is paid him for the rest of his life. Upon the completion of 30 years of service, an employee may elect to retire upon reaching the age of 68, 63, or 60 years, depending upon character of work. Also, an employee who becomes totally disabled for useful and efficient service by reason of disease or injury not due to vicious habits, intemperance, or willful misconduct may, after a minimum of 5 years of service, be retired with a proportionate rate of annuity.
- C. Further information on retirement will be furnished upon request.



## VIII. INJURIES

### 1. General:

- A. Under the provisions of the U. S. Employees' Compensation Act employees of the Government are entitled to medical care in case of injury in line of duty, and also compensation for loss of pay beyond three days resulting from such injury. It is important that each field station have on file full information about procedure to be followed. This is covered in the U. S. Employees' Compensation Commission's pamphlet, Form C.A. 22. Form C.A. 76 gives a list of medical facilities and it is important that Government physicians and hospitals be utilized where available, otherwise a claim may be disallowed. Each field employee should carry a supply of Forms C.A. 16, 17, 1, 2, 3, and 4, which should be completed in accordance with instructions given therein and promptly submitted to the Washington office in duplicate in case of injury.
- B. In case any employee is injured while on duty, the first thing to do is to secure adequate first aid treatment. If the injury is anything more than superficial, a physician should be obtained immediately.
- C. An employee should always give notice of injury, even though slight, to his official superior on Form C.A. 1. Otherwise it might later be impossible to prove its occurrence in case of more serious developments. This is particularly true of strains or abdominal injuries of any kind. No claim can be paid by the Compensation Commission unless a report of injury has been filed with it within one year of its occurrence.





## IX. CORRESPONDENCE

### 1. General Procedure:

- A. Correspondence should be answered within three days of receipt. If impracticable to do so, at least an acknowledgment of receipt should be made, specifying when reply will be made.
- B. In general, correspondence of field employees is limited to that with their superior officers. Letters from parties outside the Bureau should be referred to the employee's superior officer, except Division Chiefs may delegate authority to certain field employees to answer such letters, copies of which must be forwarded to the Division Chief.
  - (1) Letters in reply to those received from some other Division may be addressed to that Division Chief through the Chief of the employee's Division, for example:

Mr. Geo. P. Wolf, Administrative Officer,  
Bureau of Agricultural Engineering,  
Department of Agriculture,  
Washington, D. C.

Through: Mr. R. B. Gray, Chief,  
Division of Mechanical Equipment.

- C. Letters dictated by one employee for the signature of another should be initialed by the dictator immediately under the initials placed on the carbon copy. Initials of the person dictating the letter and those of the stenographer who transcribes it should be placed in capital letters at the left-hand margin of the carbon copy, which is retained for filing. It is not permissible to show these initials on the original copy of letters, or on copies other than those retained for filing.
- D. Correspondence which is to be mailed under frank must be written on official stationery bearing the Bureau letterhead, and the writer's official title must be placed below the signature.

### 2. Preparation of Letters:

- A. Only one subject should be treated in any one letter. Where several matters are to be covered, a separate letter must be written on each subject.
- B. Letters should be brief as possible, consistent with supplying the desired information.
- C. Uniformity and neatness are essential in letter writing and adherence to these requirements reflects credit on the Bureau and its employees.
  - (1) Paragraphs should be indented seven spaces.
  - (2) Letters should be balanced, using single or double spacing whichever is necessary.
  - (3) Each page other than the first should be numbered at the top in the center of the page.
  - (4) Addresses must be complete and set up in block form, using no indentations.
  - (5) The salutation, which should be placed four spaces under the address, should be informal, such as: "Dear Mr. McCrory", followed by a colon.
  - (6) The preferred form for the complimentary close is "Very truly yours,".
  - (7) To facilitate deciphering signatures it is required that the name of the person signing the letter be typed six single spaces under the close, or if title of Division is used, six spaces below it.
  - (8) When title of Division is used, it should be placed two spaces under the close.
  - (9) Margins should not be less than  $1\frac{1}{2}$  inches on each side and at the bottom.
  - (10) Material being typed for general information, or for technical files, when it is desirable to have the complete material bound, should have a margin of at least  $1\frac{1}{2}$  inches on the left side.



February 15, 1934.

Mr. S. H. McCrory, Chief,  
Bureau of Agricultural Engineering,  
U. S. Department of Agriculture,  
Washington, D. C.

Through: Mr. R. B. Gray, Chief,  
Division of Mechanical Equipment.

Dear Mr. McCrory:

In reply to your letter of February 10, 1934, etc.

Very truly yours,

Division of Mechanical Equipment

By \_\_\_\_\_  
R. M. Merrill,  
Agricultural Engineer.

Enclosure.

at least one carbon must be made of every official letter for filing, and it is essential that carbon copies be clear and legible.

- (1) Extra carbon copies for reference to persons in the office should be plainly marked in the lower left-hand corner, for example: "cc to Mr. McCrory."

### 3. Telegrams:

- A. The use of telegrams should be kept to a minimum making all such messages clear but brief as possible.
- B. Telegrams sent to Washington or Bureau field offices having monthly charge accounts should be sent collect, and all telegraphic messages should clearly indicate thereon the type of dispatch to be used, that the message pertains to official business, and that it is to be sent at Government rate.
- C. For lengthy telegraphic messages either day letter or night letter should be used when the time of their delivery will adequately serve the purpose.
- D. An original and two carbon copies should be made of all telegrams, placing on the office file copy the time sent and forwarding the other copy by mail as confirmation.
- E. Telegrams intended for officials of the Bureau in Washington should be addressed similar to the following example:

Jones  
Agricultural Engineering  
Agriculture  
Washington, D. C.

- F. In many instances air mail letters will be delivered almost as quickly as telegrams. They should be used in place of telegrams when quick but not immediate service will serve.





4. Reports:

- A. A weekly report of the calendar week is required of each field man which should be promptly submitted to his Division Chief and should consist of a brief resume of the work done during the past week, the travel performed and such items regarding the work or affairs in general as may be of interest or value to the Division Chiefs.
- B. Monthly, quarterly, semi-annual and annual reports covering the work of any employee will be called for by Chiefs of Divisions as the need and conduct of the work may require.
- C. Each report should be plainly marked as to the kind of report and should bear the name of the person submitting it.

EXAMPLE

WEEKLY REPORT

January 1 - 7, 1934

Division of \_\_\_\_\_

By R. M. Merrill



## X. SHIPMENTS

### 1. General:

- A. All freight or express shipments must be made on Government Bill of Lading.
- B. Temporary receipt, Standard Form No. 1060, must be given the carrier when Government Bill of Lading has not been issued, or when it has been lost, or when the shipment is received before the Government Bill of Lading has been forwarded. Each field employee should keep a supply of temporary receipt forms on hand.
- C. The yellow memorandum copy of Government Bill of Lading must be forwarded to the Division of Administration of the Bureau immediately after issuance of the original bill of lading.

### 2. Freight:

- A. When it is possible to do so, freight shipments should be made over land-grant or bond-aided railroads, or lines equalizing rates therewith. Proper routings of freight shipments should be obtained from the Division of Administration.
- B. Freight and drayage charges, together with packing and crating charges, on household goods and personal effects of employees will be allowed upon the transfer of employees from one official station to another for permanent duty only when specifically authorized by the Chief of Bureau.
  - (1) Personal effects under this heading do not include an employee's personally-owned automobile or motorcycle. (See Travel Expenses - Mileage).
  - (2) Shipment of household goods and personal effects must be made by motor van under competitive bidding when the cost therefor is less than it would be by freight plus packing and crating and drayage charges to the freight station, and drayage charges at destination from the freight station to place of abode.
  - (3) Charges for unpacking and uncrating are not authorized.

### 3. Express:

- A. The express should be used only when the postal service cannot be more economically employed and the freight service will not answer the needs of the Bureau.
- B. Shipments made by express must have a declared valuation.
  - (1) When the actual value of an express shipment is in excess of \$50.00 the shipment is to be made at the released valuation of \$50.00, and such notation made on the Government Bill of Lading, unless the employee has been given specific instruction from the Chief of Bureau to value such express shipment at its actual valuation.
  - (2) When the value of property is under \$50.00 the actual value should be declared.

### 4. Parcel Post:

- A. Packages weighing not more than four pounds containing merchandise and supplies may be shipped under the Government franking privilege by parcel post.
- B. Packages containing official Government written and printed matter may be shipped under Government franking privilege by first-class mail not to exceed seventy pounds in weight.





## XI. PHOTOGRAPHS

### 1. General Procedure:

- A. Secure films on regular requisition from the Washington office, except when necessary to supply emergency needs.
- B. Have films developed locally but not more than one print made from each negative, which print will be retained in the field office.
- C. Negatives should be forwarded to employee's Division Chief through his superior officer.
- D. If extra copies of prints are needed they will be supplied from the Washington office upon request of the employee through his superior officer.
- E. A complete set of prints will be made from the negatives sent to the Washington office and such prints will then be sent to the field to supply the legend on the reverse side of the print and promptly returned to the Washington office.
  - (1) A negative serial number will be placed on each print sent to the field office, which number should be transferred to the copy of the print retained in the field office referred to in paragraph B above.
  - (2) Reference to this negative number when requesting additional prints will more conveniently enable the Washington office to find the required prints.
  - (3) The legend must be complete, showing the date the picture was taken, by whom taken, location, and the subject. Rubber stamps for use in this connection will be supplied by the Washington office upon request.
- F. Any deviation from the procedure as outlined above must be approved in advance by the Division Chief.



## XII. MISCELLANEOUS

### 1. Reporting Automobile Accidents:

- A. In case of an accident involving a Bureau motor vehicle, a report must be made immediately, using Standard Forms Nos. 26 and 27.
  - (1) Form No. 26, a supply of which shall be carried in Bureau cars at all times for use at the scene of the accident, should be filled out completely by the driver at the time of the accident and forwarded to his immediate superior, who shall either personally investigate or designate an employee of the Department other than the driver of the vehicle to investigate the accident.
  - (2) Form No. 27, which is the investigating officer's report, will then be promptly forwarded to the Bureau, together with Form No. 26.

### 2. Government Owned Automobiles:

- A. Where necessary for the conduct of Government business, automobiles are furnished for the use of employees on official business. The use of such automobiles for any other purpose than official business is absolutely prohibited.
- B. Operating record of motor vehicles (Form No. 2) must be maintained by the employee responsible for the operation of the vehicle, filled in daily and submitted at the end of each month.
- C. Vouchers supporting expenditures for gasoline, oil, repair parts, tires, etc., for Government owned automobiles must show the license number of the car for which expenditures were made.

### 3. Leases for Floor Space and Land:

- A. Formal leases are required where the rental value exceeds \$100.00 per year. Complete information regarding premises to be leased will be forwarded to the Washington office where steps will be taken for the preparation of lease.
- B. Informal agreements, form of which will be furnished upon request, may be executed where the annual rental is \$100.00 or less.
- C. In any case where the annual rental is more than \$50.00 at least three bids should be requested, if possible, and forwarded to the Washington office with recommendation for acceptance.
- D. When the annual rental is \$50.00 or less an informal agreement may be executed and submitted in triplicate without regard to competition after ascertaining by personal investigation the lowest rental for suitable quarters.
- E. Before taking steps to secure contract, either an informal agreement or by bid, it is necessary to obtain information as to whether the requirements can be met by the assignment of space already owned or rented by the Government, securing a certificate to this effect to be forwarded in triplicate from: (1) the local Federal Business Association or its Real Estate Committee, or (2) the Custodian of Federal Buildings, if there is no Federal business office, or (3) the local Bureau officer in charge, if there is neither a Federal Business Association or Federal Building.
- F. The rental period of an agreement, exclusive of any renewal privilege, shall not exceed one year, nor extend beyond June 30 of any year, and the contract shall contain a provision that it may be terminated by the Bureau upon not more than 30 days notice in writing.
  - (1) Whenever the rental contract is terminated before the expiration of the period stated therein, the termination and reason therefor shall be made in writing and furnished the Washington office in triplicate.

### 4. Lost Checks:

- A. Checks lost after receipt by the owner, or after every possible effort to trace the check through postal and other channels in cases where check was not received, should be reported immediately to the Administrative Division in writing giving, if possible, the number, date, amount, and for what purpose drawn.





- B. The Bureau will then request that payment on the check be stopped, at the same time requesting that a bond of indemnity be issued the owner 30 days after the date of the original check, which bond is used in connection with the issuance of a duplicate check.
- C. If lost check is found before receipt of duplicate, notification should be immediately sent to the Administrative Division after which the original may be cashed.
- D. If original is found after duplicate has been cashed, it should be promptly transmitted to the Administrative Division.

5. Telephone and Electric Service:

- A. Contracts for the furnishing of electricity for heat, light, or power and telephone service may be secured where required for official use in the field.
  - (1) Electric service contracts should be submitted in duplicate, together with two copies of the schedule of rates.
  - (2) Contracts for telephone service should be executed on Standard Form No. 40, and forwarded to the Washington office in duplicate.

6. Certification to Duty Status:

- A. All field employees paid on payrolls prepared in the Washington office are required to fill out and mail a duty status report card, a supply of which will be furnished upon request, on the fifteenth and last day of each month, but not postmarked before 9:00 A. M. on these days. Failure to receive one of these cards from each employee in due course will necessitate eliminating his name from the payroll, delaying payment of salary until the proper report has been received and a supplemental payroll prepared.

7. Political Activity:

- A. No employee of the department in the executive civil service shall use his official authority or influence for the purpose of interfering with an election or affecting the results thereof, or for the purpose of coercing the political action of any person or body. Employees in the competitive classified service, while retaining the right to vote as they please and to express privately their opinions on all political subjects, shall take no active part in political management or in political campaigns. Violation of the foregoing shall be deemed sufficient cause for the removal of the employees from the service.

8. Membership in Military or Naval Organizations:

- A. No officer or employee of the department will be appointed in, nor permitted to hold a commission in, the Officer's Reserve Corps without the consent of the Secretary. No restrictions are imposed by this Department on membership in other Federal or State military or naval organizations.

9. Publications:

- A. No employee is authorized to publish any article, paper, or discussion dealing with the work of this Bureau or any other Governmental agency unless the manuscript has the prior approval of his Chief of Division.
- B. Employees in charge of field stations or of research projects are authorized to answer questions from the press or from individuals concerning their work. Care must be exercised in such interviews to insure that no valuable data is released prematurely, and also that the interviewer gets a clear idea of the information given him.



## SUPPLEMENT NO. 1.

### PUBLIC WORKS PROJECTS

#### 1. General:

- A. The regulations outlined heretofore in this manual with respect to the regular work will govern generally, with minor exceptions covered below.

#### 2. Purchases:

- A. Where expenditures of Public Works funds exceed the amount of \$50.00, and hence require formal advertising, the solicitation of bids and the awards thereunder will be made by the Division of Purchase, Sales and Traffic of the Department, except in those instances where specific waiver permitting Bureau advertising has been secured in advance through the Chief of Bureau.
  - (1) Requests for such waivers should be limited to cases involving relatively small amounts and where it is certain that local advertising will develop competition adequate to secure the lowest possible price.
  - (2) When it is desirable to afford qualified local contractors or merchants an opportunity to bid the Division of Purchase, Sales and Traffic will either mail the required number of copies of proposal to the field employees to distribute to bidders or mail copies of proposals directly to bidders from list furnished, either of which request should be made through the Bureau.
- B. Where bids are requested for material, supplies, or equipment there are special conditions applicable to the bids and no employee is permitted to solicit bids without including such conditions as a part of the bid. Mimeographed copies of these special conditions are available from the Washington office.
- C. Employees making open market purchases in the field should assure themselves that the vendor is complying with the applicable approved code of his trade or industry evidenced by the display of the NRA insignia or require satisfactory evidence of the vendor that he is complying with the applicable NRA code or the President's Reemployment Agreement.
- D. With the foregoing exceptions peculiar to bids on Public Works projects the general procedure previously outlined in this manual pertaining to the soliciting and awarding of bids will be followed.
- E. No prison-made goods are allowed to be used on Public Works projects.

#### 3. Reports:

- A. Weekly reports are required to be submitted on each Public Works project, whether completed or not, until all projects under the jurisdiction of one employee are completed. These reports for the week ending Saturday must reach the Administrative Officer not later than Tuesday morning of each week even though it is necessary to estimate some of the required information for the latter part of the week reported, and contain the following information:
  - (1) The date of the week ended.
  - (2) Project number.
  - (3) Allotment for each project.
  - (4) Whether force account or contract.
  - (5) Date work started, which date must be shown consistently the same from week to week unless there is some cause for change, which must be explained.
  - (6) Number of men employed.
  - (7) Total accumulated cost to date.
  - (8) Any remarks deemed necessary to fully acquaint the Washington office with the status of the different projects.
- B. Monthly progress reports on Form PWA-F-1 are required to be submitted on each Public Works project for the calendar month and reach the Washington office not later than the 5th of the succeeding month.





- (1) Each field employee in charge of Public Works projects will be held responsible for supplying the required information on this form, diligently following the instructions on the reverse side.

C. It is mandatory that employees concerned with Public Works projects submit these reports on time and supply full information requested, as they are the subject of combined reports which the Bureau is required to submit to the Public Works Administration.

#### 4. Employment of Labor:

- A. Skilled and unskilled laborers shall be secured from the local agency of the National Reemployment Service.
- B. All employees except skilled and unskilled laborers employed directly on Public Works projects are required to be classified in accordance with the Classification Act.
- (1) Before employing persons subject to classification, for example; engineers, draftsmen, and clerks, the field employee in charge of the project shall submit a statement of duties for such positions and a recommended rate of pay for approval of the Washington office.
- (2) Prospective employees recommended for classification shall not be employed until notice of approval has been received.
- C. No individual directly employed on a Public Works project shall be permitted to work more than 30 hours in any one week, except those in executive, administrative, and supervisory positions.
- (1) In case of inclement weather or unavoidable delay where it is not possible for employees to work the full 30 hour week the lost time may be made up within the next succeeding 20 days, in which case it should be stated on the payroll the period for which the time is being made up.
- D. The states included and minimum rates of pay for laborers in the different zones are as follows:

<u>Northern Zone:</u>	Skilled labor.....	\$1.20 per hour.
	Unskilled labor.....	.50 " "
<u>Central Zone:</u>	Skilled labor.....	1.10 " "
	Unskilled labor.....	.45 " "
<u>Southern Zone:</u>	Skilled labor.....	1.00 " "
	Unskilled labor.....	.40 " "

<u>Northern Zone</u>		<u>Central Zone</u>	<u>Southern Zone</u>
Maine	Wyoming	Delaware	S. Carolina
N. H.	Oregon	Maryland	Georgia
Vermont	S. Dakota	Virginia	Florida
Mass.	Idaho	Tennessee	Arkansas
R. I.	Pennsylvania	Colorado	Alabama
Conn.	Ohio	Utah	Mississippi
N. Y.	Michigan	California	Louisiana
N. J.	Illinois	N. Carolina	Arizona
Indiana	Iowa	W. Virginia	Oklahoma
Wis.	N. Dakota	Kentucky	Texas
Minn.	Montana	Missouri	N. Mexico
Nebr.	Washington	Kansas	
		Nevada	
		D. C.	

- E. The minimum rates designated above are not to be used in discriminating against assistants, helpers, apprentices and serving laborers who work with and serve skilled journeymen mechanics nor is this type of worker to be termed as "unskilled laborer".



**5. Preparation of Vouchers:**

- A. The regular standard voucher forms for services other than personal, payrolls, and reimbursement accounts are used for Public Works expenditures and are to be prepared in the usual manner as outlined on pages 11 and 12.
- B. On payroll vouchers it is important that laborers be designated as either skilled or unskilled except those mentioned in Paragraph 4-E, page 28, which may be designated as assistant mechanics or other appropriate title.



THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF THE HISTORY OF ARTS  
OFFICE OF THE CURATOR OF THE MUSEUM OF ARTS  
CHICAGO, ILLINOIS

TO THE HONORABLE THE PRESIDENT OF THE UNIVERSITY OF CHICAGO  
FROM THE CURATOR OF THE MUSEUM OF ARTS  
CHICAGO, ILLINOIS

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF THE HISTORY OF ARTS  
OFFICE OF THE CURATOR OF THE MUSEUM OF ARTS  
CHICAGO, ILLINOIS

SUPPLEMENT NO. 2

EMERGENCY CONSERVATION WORK

1. General:

- A. In the conduct of Emergency Conservation Work the regulations outlined heretofore in this manual on regular work will govern generally, with minor exceptions as covered below.

2. Vouchers:

- A. Standard Form No. 1034 for services other than personal must be submitted in triplicate and accompanied with a purchase order and the NRA certificate, both of which also must be in triplicate. A supply of the purchase orders and certificates may be secured upon requisition from the Washington office.
- B. Standard Form No. 1013, payroll for personal services, must be submitted in triplicate.
- C. Standard Form No. 1012, reimbursement voucher, must be submitted in duplicate. Subvouchers are not required to be in duplicate except where gasoline purchases are made and the employee is required to pay the State tax.

3. Monthly Reports:

- A. Promptly at the end of each month each employee on Emergency Conservation Work is required to submit a Monthly Service Report, Form No. 26, a supply of which may be secured from the Washington office. Failure to submit this report promptly necessarily delays employee receiving his monthly salary check as this report must accompany the payroll when it is forwarded for payment.



THE UNIVERSITY OF CHICAGO

1911

THE UNIVERSITY OF CHICAGO, CHICAGO, ILL., MAY 1, 1911.

Dear Sir:

I have the honor to acknowledge the receipt of your letter of the 28th inst. and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

I am, Sir, very respectfully,  
Yours truly,  
[Signature]

Very truly,  
[Signature]

I am, Sir, very respectfully,  
Yours truly,  
[Signature]